



City of Woodburn  
Community Development Department  
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## Application Packet for a Type IV Comprehensive Plan Map Amendment

Visit the City of Woodburn [Planning webpage](#) for the most current forms and applications.

### General Information:

Pursuant to the [Woodburn Development Ordinance](#) (WDO) Section 5.04.02, the purpose of an Owner Initiated Comprehensive Map Change is to provide a process for the consideration of a change in use designation on the [Woodburn Comprehensive Plan](#), initiated by the property owner.

**Fee:** Fees are required for an application to be accepted.

- One acre or less: see the [planning fee schedule](#) online
- More than one acre: see the [planning fee schedule](#) online

### Required Submittals:

- [Uniform Application](#) – one printed copy. In the case of multiple applications, only one Uniform Application form need be submitted.
- Site plan to scale showing existing and/or proposed buildings and uses relative to property boundaries, access/driveways, parking and loading areas, landscaped areas, and any natural features such as floodplains, wetlands or significant trees greater than 12” in diameter. Four printed copies and one digital copy. See “Site Plan Requirements” checklist.
- Utility plan (if applicable), showing existing and/or proposed fire hydrants, sanitary sewer lines, water lines, and storm drain lines with line sizes, manholes, cleanouts, lift stations, and streetlights. Four printed copies and one digital copy.
- Narrative demonstrating compliance with [WDO](#) criteria. One printed copy and on digital copy.
- Latest recorded deed(s) or land sales contract for the property/properties. One printed copy.

**Prior to deeming an application complete, the Director may request additional information.**